

# REGISTRATION AND PAYMENT POLICY

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Before attending any class, students must complete the required online registration during the time designated on the academic calendar for term registration. This includes a statement of the courses the student plans to attend, together with other information necessary for University records. No student registered in the graduate business school shall at the same time be registered in any other school or college, either at Fordham University or elsewhere, without the consent of the associate dean of graduate studies.

Students who meet the registration deadline will receive an invoice from the bursar's office requiring payment by a specified date. A late payment fee is assessed if full payment or a satisfactory payment arrangement is not made by the due date.

Tuition and fees must be paid on or before the due date. The University reserves the right to cancel registration, or bar further registration and not release any transcript or record, until all financial obligations are satisfied. Delinquency of outstanding balances, including those from deferred or other payment plans, are subject to collection by the University or its designated agent.

Students will be liable for any accounts. Checks should be made payable to Fordham University. There will be a \$20 handling charge if a check is returned from the bank for insufficient funds or for any other reason. Should this occur, the University may require settlement of any subsequent obligations with cash or a certified check.

## Rules Applicable to Course Auditing by Current Gabelli Students

- Auditing is only with permission of the instructor and subject to any conditions imposed by the instructor.
- Auditing is allowed only when there are open spaces in the course after the last day of registration.
- Auditing is only permitted in courses that are available for registration by Gabelli graduate students. Students may not audit courses that are restricted to students in academic programs in which they are not enrolled.
- No earned credit is granted for any course audited.
- Students are restricted from repeating an audited course for earned credit.
- Auditors do not take examinations or write papers for audited courses.
- Audited courses will appear on a transcript as as bearing zero quality points (with zero earned credit hours) and graded as "AUD" (audit).
- Current students enrolled as an auditor are responsible for the full tuition for the number of credit hours of the course. For this reason, current students are advised to register as a student rather than auditor for earned course credit.
- Students concerned about the cost of auditing a course are advised to wait until they are alumni to take advantage of the \$450 alumni auditing benefit.

Note that faculty members are not permitted to have ongoing visitors without prior notification and proper registration.